

### SAMPLE STEM event schedule

- I. Time 00:00 –Welcome and introduction by representatives from School Math and Science department, local colleges (if available), and/or a community leader
- II. Time 00:05 -Ice breaker to get attendees started thinking about STEM and excited for the STEM event
- III. Time 00:10 Explain process and schedule for rotating through stations and getting dinner/refreshments
- IV. Time 00:15 Divide into breakout groups for challenge activities (about 30 minutes each; will need to have plenty of staff and volunteers on hand to help coordinate and facilitate the activities)
  - A. Activity area I – Curiosity Machine challenge activity (30 min)
  - B. Activity area II – Pinterest board challenge activity (30 min)
  - C. Dinner/Refreshments station – Have high school clubs/organizations with demos in cafeteria (30 min)
  - D. Activity area III – College chemistry professor demo (30 min)
  - E. Visit to the Trailblazer (30 min)
- V. Time 2:45: Review and closing. Come back together for a quick review, compete surveys, hand out comic books and award door prizes (15 min)

This Family STEM event will offer a platform for parents and students to experience how STEM is integrated throughout the subjects. Four sessions will go on at the same time at about 30 minutes a piece. At the end of each 30-minute period, groups will move on to the next station and cycle through the provided dinner and refreshments. All activities will encourage parents and students to work together to solve problems and complete projects.



### **SAMPLE Parent Engagement Model**

Our school promotes family and community involvement through many different outlets. Parent volunteer opportunities on campus during school hours are abundant. We offer an educational and collaborative environment for students and parents by having on-campus clubs with parents as volunteers or leaders to facilitate interaction and drive home the importance of learning between them. We promote parent conferences with teachers, campus based informal events (i.e. STEM Events, PTA Nights, liberal arts activities), and regularly send home progress reports to parents about student success and behavior.

We have a new special program focused on the importance of parental involvement in their student's learning and in keeping open communication between parents and the school called "Campus Connect." This allows the teacher a direct line of communication to the parents electronically. Grade reports are automatically generated and sent to the parent's contact email at a regular interval. The program also has options to send messages for specific situations, academic, behavioral, or otherwise where a teacher and parent can elect to send or receive more frequent and better tailored information about their students and campus activities.



### SAMPLE Budget Proposals

Example 1

Item description	Unit cost	Quantity	Total cost	Breakdown (not required for grant application)
Consumable supplies for breakout group challenge activities – paper, tape, straws, glue, balloons, toothpicks, etc.	cost	qty	\$350.00	47%
Refreshments – sandwiches/pizza, bottled water, chips, soda ( <i>refreshments boost attendance!</i> )	cost	qty	\$225.00	30%
Advertisement – flyers to be sent home, posters made and put up in common areas of the school and car-rider pick area to advertise event. ( <i>advertising in multiple locations boosts attendance!</i> )	cost	qty	\$75.00	10%
Prizes – door prizes will be obtained locally, including items like take home science kits, Lego sets, small denomination gift cards to a bookstore or educational retail outlet ( <i>prizes encourage attendance and participation; include in advertisement</i> )	cost	qty	\$100.00	13%
	cost	qty	total	100%
<b>Total budget (may not exceed \$750)</b>			\$750.00	

Example 2

Item description	Unit cost	Quantity	Total cost	Breakdown (not required for grant application)
MAD Science Group, Perot Museum, Coding Bus, Robotics group, etc.	\$600	1	\$600.00	80%
Refreshments – sandwiches/pizza, bottled water, chips, soda ( <i>refreshments boost attendance!</i> )	cost	qty	\$150.00	20%
<b>Total budget (may not exceed \$750)</b>			\$750.00	



## SAMPLE Family STEM Event Letter of Support

Today's Date

Texas Alliance for Minorities in Engineering

10100 Burnet Road, R9200

Building 16, Room 10

Austin, TX 78758

Dear Texas Alliance for Minorities in Engineering,

I am delighted to confirm my own and my **school's/organization's** support for the Family STEM Event opportunity offered by TAME and the Boeing Company. Our **school/organization** looks forward being a part of this new and growing program to increase our outreach and engagement with families in our community. We hope to usher in a new era of parent interest, involvement and collaboration in students' learning at our campus, specifically in STEM subjects, and we believe a TAME STEM event will do wonders to that end.

We are committed to providing more opportunities in both formal and informal areas for families to be involved in their children's education. By collaborating with TAME and our local institutions of higher education, we can show students and their families that college and STEM careers are viable, accessible options for them.

It is our pleasure to open our **campus/facility** for this community event. I give my full endorsement and support to ensure its success. Please feel free to contact me or the event coordinator with any questions. Thank you for your time and your consideration.

Sincerely,

Signed Name

First and Last Name

Title

School Name

Address

Contact Phone Number